

CHAPTER 3

NAVY OUTFITTING PROGRAM (NOP) ORDERING PROCEDURES

3.1 **Scope**. NOP ordering encompasses three functional elements: (1) Determining Outfitting Requirements; (2) Preparing Outfitting Requisitions; and (3) Submitting Outfitting Requisitions.

3.2 **Applicability**. NOP ordering policy and procedures contained in this chapter are applicable to the following users of Coordinated Shipboard Allowance List (COSAL)/Coordinated Shore-Based Allowance List (COSBAL) and Combined Allowance for Logistics Maintenance Support (CALMS)/Electronic Repair Parts Allowance List (ERPAL), i.e., NOP ordering activities:

a. COSAL

- (1) Active Fleet and Naval Reserve Force Ships
- (2) Integrated Logistics Overhaul/Review (ILO/ILR), Atlantic/Fleet Technical Support Center, Pacific (FTSCPAC) Teams
- (3) Marine Air Groups (MAGs)/Marine Aviation Logistics Squadron (MALS)

b. COSBAL

- (1) COMNAVCOMTELCOM Activities
- (2) Naval Education and Training Activities

c. CALMS/ERPAL

- (1) U. S. Coast Guard (limited to installed Navy-owned equipment only)

3.3 **Definition of Outfitting Requirement**. An outfitting requirement is an allowance deficiency. It is the difference between the current baseline allowance list, e.g., COSAL, COSBAL or CALMS/ERPAL, and new or revised allowances identified in authorized allowance change documentation issued to the User Activity. Authorized allowance change documentation is defined as follows:

a. A new COSAL/COSBAL issued by NAVICP for ship overhauls or other scheduled availabilities/programs. The new COSAL/COSBAL becomes the new "baseline allowance list" for the applicable ship/activity. Determining outfitting requirements for a new COSAL is accomplished by comparing Part IIIA of the new COSAL/COSBAL Shipboard Nontactical ADP Program (SNAP) II Stock Record File (SRF) with the current "baseline allowance list". Any item in Part IIIA of the new COSAL/COSBAL/SNAP II SRF that does not appear in the current "baseline allowance list" is an outfitting range add. Stock numbers that are listed in both the new COSAL/COSBAL/SNAP II SRF and the current "baseline allowance list" are compared for allowance quantity. Allowance quantities in the new COSAL/COSBAL/SNAP II SRF that are greater than the allowance quantities in the current "baseline allowance list" are depth increases. When all allowance list changes generated by the new COSAL/COSBAL/SNAP II SRF have been determined, the new COSAL/COSBAL/SNAP II SRF becomes the "baseline allowance list" for the ship/activity. Authorized allowance

change documentation received after the new COSAL/COSBAL/SNAP II SRF has been processed is compared with the new "baseline allowance list" to determine outfitting requirements.

Fleet ILO teams assist the ships in processing new COSALs because of the significant volume of "baseline allowance list" changes that are generated by extensive configuration changes associated with Regular or Complex Overhauls (ROH/COH) and other major industrial availabilities.

b. Automated Monthly COSAL Maintenance Action Reports (AMCMARs) issued by NAVICP. The Automated Shore Interface (ASI), containing AMCMAR data, is used by ships equipped with SNAP II - Release V or later.

c. Unique or special allowance changes as directed by the Chief of Naval Operations (CNO)/Systems Commands (SYSCOMs), e.g., emergent/quick-reaction programs.

d. Installed equipment omitted from the COSAL/COSBAL/SNAP II SRF and subsequently discovered during maintenance or validation actions. These equipment are reported to NAVICP via the Configuration Data Manager (CDM) using an OPNAV Form 4790/CK. The NAVICP/CDM will provide the appropriate Allowance Parts List (APL)/Allowance Equipage List (AEL) to the ship/activity that submitted the OPNAV Form 4790/CK. Upon receipt, the APL/AEL allowances will be compared with the "baseline allowance list" to determine outfitting requirements. For SNAP II ships, the ASI containing the new APL/AEL information provides for automated updating of the SNAP II SRF. For mission critical equipment reported by OPNAV Form 4790/CK, the ship may use the General Distribution APL (GDAPL) to order parts in advance of receipt of new APLs/AELs or ASI. When this action is taken, the new APLs/AELs should be verified against the stock record file to ensure that the correct stock numbers and allowance quantities were used in determining allowance deficiencies.

The "baseline allowance list" is updated as each authorized allowance change document is processed so that the baseline is maintained current with all changes received to date. Baseline maintenance is essential to ensure the most current allowance baseline quantity is used for determining outfitting requirements for all authorized allowance change documents.

3.4 Requirements Not Chargeable to the Other Procurement, Navy (OPN) Outfitting Account. Valid outfitting requirements are allowance deficiencies that are legally chargeable to NAVSEASYSKOM outfitting funds. Not all outfitting requirements are valid charges to the NAVSEA Outfitting account. Material necessary to fill initial outfitting requirements is often funded and provided to the ship by other means. The Maintenance Assistance Modules (MAMs), Installation and Checkout spares (INCOs), Interim Repair Parts (IRPs), and Interim Contractor Supply Support (ICSS) equipment are acquired by the equipment program manager and are shipped (pushed) to a staging facility as part of the Push to Pull Program. The ship draws down (pulls) the equipment from the staging facility. MAMs, INCOs, and IRPs are not authorized NAVSEA OPN Outfitting account charges. Additionally, the following are NOT authorized charges:

a. **Contractor Supported Systems/Equipment**. Some systems and equipment are designated ICSS until the established MSD has been

reached. APL numbers for these systems/equipment are identified in Part I of the COSAL or in the SNAP II Ship's Equipment File (EQU File) with Logistic Support Status Codes (LSSCs) "BA", "BC", "EA", or "EC". Allowance items for these APL numbers are identified in Part III of the COSAL (Stock Number Sequence List (SNSL)) or the SNAP II SRF with Cognizance Symbols such as "00" or "0J" and Federal Supply Class (FSC) "0098". These items will be requisitioned through normal supply channels using Fund Code "Y6".

b. **Special Accounting Class (SAC) 207 Restrictions**. NAVSEA outfitting requisitions for SAC 207 (e.g., Shipboard Uniform Automated Data Processing System - Real Time (SUADPS - RT)) COSAL/COSBAL users are restricted to the following material:

(1) Allowance deficiencies of Operating Space Items (OSI) listed in Part IIIB of the COSAL/COSBAL for SAC 207 users.

(2) Allowance deficiencies for non-aviation Depot Level Repairables (DLRs) only for CV, CVN, LHA, LPH and MAGs upon transition to end use accounting, i.e., SNAP I - Release 3 (SUADPS Software 3.0).

No other allowance deficiencies are authorized to be charged to the NAVSEA outfitting account by SAC 207 COSAL/COSBAL users. SAC 207 activities are listed in the Program Support Data (PSD) Automated Reporting and Tracking System (PARTS) Users Manual, Appendix I. Navy Working Capital Fund (NWCf) accounting and project codes will be used for all other material.

3.5 **Procedures for Determining Valid Outfitting Requirements**.

Procedures for determining outfitting requirements are individually addressed based on each type of baseline allowance list as follows:

COSAL Users - Navy ships; MAGs; and ILO Teams

COSBAL Users - COMNAVCOMTELCOM and Training Activities

CALMS/ERPAL Users - U. S. Coast Guard

Ordering activities should follow the procedures prescribed for the type of baseline allowance list used by the activity.

a. **COSAL Users**. Procedures for determining valid outfitting requirements vary, depending on the degree and type of Automated Data Processing (ADP) equipment installed on the ship or at the shore activity. Ordering activities should use the following procedures dictated by the activity's ADP status:

(1) **Non-mechanized Ships**. Non-mechanized ships will determine valid outfitting requirements using the procedures contained in Chapter 5, COSAL Use and Maintenance Manual, SPCCINST 4441.170 (Series). When allowance deficiencies have been determined, they will be reviewed and compared with the on-hand and due-in quantities on the stock record cards (NAVSUP 1114s). Allowance deficiencies with on-hand and due-in quantities equal to or greater than the deficiency quantity will not be requisitioned. Using the allowance change documentation identified in paragraphs 3.3a, b, c, and d above, only the "net" allowance deficiency quantity, e.g., the difference between the baseline allowance list and new/revised allowance quantity, is a valid charge to NAVSEA outfitting account. The allowance deficiency quantity may not be

increased to include on-board shortages that should have been replenished using TYCOM funds. Net allowance deficiencies will be requisitioned using the procedures in paragraph 3.6.

(2) **SNAP I Ships and MAGs.** Initial outfitting for CV, CVN, LHA, LPH and AS type ships and MAGs equipped with SNAP I is limited to non-aviation DLRs (upon transition to end use accounting) and OSI, excluding MAMs. Automated procedures, prescribed for SNAP I SRF maintenance and updating, will be used for determining non-aviation DLR outfitting requirements. Automatic Reorder Restriction Codes (ARRCs) will be entered on all stock records meeting the criteria of paragraphs 3.4a and b above. Net DLR and OSI allowance deficiencies will be requisitioned using the procedures in paragraph 3.6.

(3) **SNAP II Ships.** Ships equipped with SNAP II will determine outfitting requirements using automated and manual processing procedures. Authorized allowance change documentation will be processed in accordance with ASI procedures. Determination of outfitting requirements prior to receipt of ASI data is authorized to meet critical ship mission requirements. However, configuration and SRF data from the supporting APL/Allowance Appendix Page (AAP) must be entered into the SNAP II database prior to requisitioning. Net allowance deficiencies will be requisitioned using the procedures in paragraph 3.6.

(4) **Integrated Logistics Overhaul (ILO) Teams.** ILO Team procedures for determining outfitting requirements vary, depending on the degree and type of ADP equipment installed on the ship being processed and the degree and type of ADP equipment installed at the ILO site, e.g., ILO-ADP. For example, outfitting requirements for a non-mechanized ship being processed by a non-mechanized ILO Team would be determined using the procedures contained in the ILO Policy and Procedures Manuals SL105-AA-PRO-020 and SL105-AA-PRO-060. A non-mechanized ship being processed by a mechanized ILO Team would adapt ILO-ADP procedures to provide for an automated ILO. ILO Teams will use the procedures identified in paragraph 3.5a when determining outfitting requirements for SNAP I and SNAP II ships. Regardless of the procedures employed to accommodate ship and ILO ADP variations, absolute control of the ship's baseline allowances, e.g., the SRF, is imperative. Prior to performing automated comparisons of ship baseline allowances with the Start of Availability (SOA) COSAL allowances, the ship's SRF should be updated by NAVICP/Fleet Material Support Office (FMSO) to ensure that the baseline allowance reflects the current generation NIINs contained in the WSF. Updating and cross-referencing of the ship's SRF should be accomplished by NAVICP/FMSO in the same month the Load COSAL for the ship is produced. Automatic Reorder Restriction Codes (ARRCs) should be applied to those stock records identified in paragraphs 3.4a and b above, to prevent automatic requisitioning of IRPs, contractor-supported items and NWCf items in the case of SAC 207 (SUADPS - RT) activities. If, and when, manual stock record cards for a non-mechanized ship are initialized in ILO-ADP databases, they should also be forwarded to NAVICP/FMSO for updating prior to performing automated baseline allowance comparisons with the SOA COSAL. Additionally, all ship due-in records shall be applied and a comparison made of on-hand and due-in quantities with the baseline allowance quantity. Any stock record with on-hand and due-in quantities less than the baseline allowance quantity should be "flagged" for TYCOM funding if the item is still required with the same allowance by the SOA COSAL. When the SOA COSAL allowance quantity is greater than the baseline allowance on the SRF, the difference quantity will be "flagged" for NAVSEA funding. Net NAVSEA

allowance deficiencies will be requisitioned using the procedures in paragraph 3.6.

b. **COSBAL Users (COMNAVCOMTELCOM Activities)**

(1) **Identifying Equipment to be Supported**. COMNAVCOMTELCOM and SPAWAR will identify equipment at specific COMNAVCOMTELCOM activities that are candidates for NAVSEA outfitting account funding under the policies described below. PSD is used to determine budgetary requirements in support of COMNAVCOMTELCOM equipment. Outfitting for the COMNAVCOMTELCOM equipment will be funded by the outfitting account based on the installation schedule provided for COMNAVCOMTELCOM on PSD.

(2) **Transmitting Approval Authority for Requisitions for Charge to the Outfitting Account**. COMNAVCOMTELCOM will direct appropriate responsible telecommunications sites to requisition initial outfitting material in support of telecommunications equipment. A copy of the authorization letter should be provided to NAVSEA 04L4.

Activities designated by COMNAVCOMTELCOM will obtain the appropriate APL for approved equipment. Outfitting requirements will be determined by comparing the APL with the baseline allowance list, e.g., COSBAL. The criteria defined in paragraph 3.3 will be used in determining net allowance deficiencies. Requisitions for net allowance deficiencies will be prepared using the procedures in paragraph 3.6.

(3) **Naval Education and Training Activities**. Outfitting requirements for Technical Training Equipment (TTE) will be determined by the individual training activity. PSD is used to determine budgeting requirements for support of TTE. Requisitions for TTE outfitting requirements will be prepared using the procedures in paragraph 3.6.

c. **CALMS/ERPAL Users (U. S. Coast Guard)**. Procedures for determining U. S. Coast Guard allowance deficiencies chargeable to the NAVSEA outfitting account will be performed as follows:

(1) **Identification of Equipment To Be Supported**. The Coast Guard and the individual SYSCOMs will identify the Navy-owned equipment/equipage necessary to enable Coast Guard cutters to carry out assigned missions when operating with the Navy. PSD is used to determine budgetary requirements in support of Navy-owned equipment used on Coast Guard cutters. Outfitting for the equipment/equipage on the list will be funded by the NAVSEA outfitting account based on the installation schedule provided for the Coast Guard in PSD.

(2) **Identification of Outfitting Material Requirements**. NAVICP will prepare CALMS/ERPAL for each Coast Guard cutter to support installed Navy-owned equipment. NAVICP, with Coast Guard representation, will conduct a quality review of the CALMS/ERPAL SNSL through NIIN filter procedures to ensure the accuracy of the allowances. For installed Navy-owned electronics equipment, NAVICP will provide AMCMARs to the Engineering Logistics Center (ELC) (Coast Guard). The AMCMARs contain updates and cross reference data for all APLs affected by changes in maintenance philosophy that are applicable to Coast Guard cutters and activities. The AMCMAR updates are reviewed by ELC and used, if applicable, to update the Coast Guard's ERPAL master files, reflecting any allowance changes.

3.6 **Requisitioning Requirements**

a. **Preparation of Requisitions**. When allowance deficiencies have been determined in accordance with sub-paragraphs 3.5a, b, or c, NOP ordering activities will prepare requisitions for net allowance deficiencies chargeable to the NAVSEA outfitting account. Requisitions will be prepared in "A0" series document identifier format in accordance with NAVSUP P-485, Naval Supply Procedures, Vol II, Supply Appendices, Appendix 28, MILSTRIP/MILSTRAP Formats. (This document is located at <http://www.nll.navsup.navy.mil>, within the Naval Logistics Library (NLL) selection.) Requisition Project Codes for NAVSEA outfitting requisitions vary depending on the type of NOP ordering activity, ship status at the time the requisition is prepared, and the type of allowance deficiency being requisitioned. Project codes should be assigned to NAVSEA outfitting requisitions in accordance NAVSUP P-485 Vol II, Appendix 6, Project Codes. (Located within www.nll.navsup.navy.mil.)

b. **Requisition Submission**. With the exception of Submarine Force, Atlantic Fleet (SUBLANT) ships, all NAVSEA outfitting requisitions will be submitted directly to FISCPS, Code 70, Bremerton, WA. 98314-5100. SUBLANT ships will submit outfitting requisitions to the Submarine Logistics Center (SUBLOGCEN), Kings Bay, GA in accordance with existing procedures. SUBLOGCEN will then forward the requisitions to FISCPS for processing. FISCs which inadvertently receive NAVSEA outfitting requisitions will forward the requisitions to FISCPS for processing and shall notify the customer of the forwarding action. Requisitions may be submitted by any of the following means:

- (1) DISK - MS DOS formatted, 3½" or 5¼" floppy, ASCII text file (must include extension, i.e., .ext), Standard A0A MILSTRIP format.
- (2) ELECTRONIC MEDIA - Standard A0A MILSTRIP format.
- (3) MODEM - ASCII text file (for selected activities only).

(4) MESSAGE - 80 column format or plain text format. Do NOT use Defense Automatic Addressing System (DAAS). Use SSIC N04423. Use "NAVSEA FUNDED COSAL REQUISITIONS" within the subject line. Use //70// following PLAD (i.e., FISC PUGET SOUND WA //70//). Note: Submission by manual input significantly slows down the processing of your requirements. Manual ships having personal computers on board should contact FISCPS (Code 70) for local program that will permit automated input of your COSAL requisitions.

(5) Standard Automated Logistics Tool Set (SALTS). Standard A0A MILSTRIP format.

c. **U. S. Coast Guard Unique Requisition Preparation Guidance**. In addition to the above, the U. S. Coast Guard will take the following outfitting requisition preparation and submission actions:

(1) **Preparing and Submitting Requisitions for Coast Guard Cutters In ILO**. Preparation and submission of outfitting requisitions for Navy-owned equipment on Coast Guard cutters in ILO will be performed as outlined in sub-paragraphs 3.6c(2)(a) through (c).

(a) **NAVICP Preparation and Distribution of Supply Aids**. NAVICP will prepare and distribute copies of the COSAL, along

with prepunched NAVSUP Forms 1109, to the Coast Guard ELC for ordnance equipment and to the ILO site for requisition formatting prior to submission to the COSAL outfitting division at FISCPS. NAVICP will provide AMCMARs for electronic equipment to ELC in order to make allowance updates in appropriate ERPALs.

(b) **ELC Processing of Requisitions**. ELC will prepare ERPAL Forms 1109 and transmit them to the ILO site for requisition development and forwarding to FISCPS.

(c) **ILO Processing and Submittal of Requisitions**. The NAVSUP and ERPAL Forms 1109 transmitted by NAVICP and ELC will be consolidated and requisition formatted by ILO prior to submission to FISCPS. Project Code ZR3 for consumable and repair parts will be assigned for these requisitions.

(2) **Preparing and Submitting Requisitions for Other Coast Guard Cutters**. For outfitting of Navy-owned equipment on Coast Guard cutters not covered by paragraph 3.6c(1), ELC will prepare and submit requisitions to FISCPS in standard MILSTRIP format. ELC will prepare requisitions based on AMCMAR updates, initial equipment installations or an initial appearance on an ERPAL. For ordnance, ELC will prepare requisitions using applicable equipment APLs and AELs. The Supplementary Address on all requisitions will be FISCPS (N48096).

3.7 **Requisition Monitoring and Follow-up**. NOP ordering activities are responsible for requisition monitoring and follow-up on all NAVSEA outfitting requisitions until receipt of material. To improve tracking and visibility of these requisitions, FISCPS will forward "BD" status to the requisitioner or designated status monitoring activity via DAAS within two working days after receipt of each automated requisition package and within three working days for manual requisition packages. This status means only that the requisitions have been received by FISCPS and are being processed. It does not mean that the requisitions have been validated, approved and funded or that they have entered the supply system. It only means that FISCPS has received the requisitions and that they are delayed for any one of several reasons (funding, high value review, etc.). "NA" status will be provided for requisitions on hold due to no asset availability. "NM" status will be provided for requisitions held due to no money or failed prioritization. "BM" status will be provided to the requisitioner identifying the activity the requisition was referred to for action. "BB" status will be provided for Push Material Inventory Control System (PMICS) requisitions. "BN" status will be provided for PMICS/CRAMSI/RAM requisitions. The "AF" series of document identifiers shall first be used for requisition follow-up on NAVSEA outfitting requisitions. The "AF" document should be sent to the last known holder of the requisition. If subsequent "BF" (no record) status is received for a valid requirement, resubmit the original requisition under document identifier "AT" to FISCPS (Routing Identifier NUV).

3.8. **Reorder of Canceled/Modified Requisitions**. Procedures for reordering outfitting requisitions canceled/modified by the supply system are contained in Chapter 4.